



# CONTRACT USER GUIDE



## How to Use the MED49 Influenza Vaccine for the 2015-2016 Flu Season Statewide Contract

Contract #: MED49	Contract Duration: 3/1/15 to 2/29/16
MMARS #: MED49*	Options to renew: None
COMMBUYS PO #: One per vendor, see Vendor List	
Max End Date: 2/29/16	
Contract Manager: Peter Etzel 617-720-3397 <a href="mailto:peter.etzel@state.ma.us">peter.etzel@state.ma.us</a>	
This contract contains: Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)	

### Contract Summary

This contract covers the purchase of influenza vaccine for the 2015 – 2016 flu season.

### Benefits and Cost Savings

- Competitive published net prices allow buyers to compare prices
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also helps a department to meet their SDP annual benchmarks.
- Vendors have local, regional, and national experience and exposure.

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

#### Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

### Pricing and Purchase Options

#### Purchase Options:

Purchases made through this contract will be direct outright purchases.

*All orders placed under this contract must include the following statement: "This order is placed under Statewide Contract MED49" Otherwise, the order will not be considered "use of a Statewide Contract" for procurement purposes. In addition it is recommended that the following language be included: "All of the terms and conditions of the Statewide Contract MED49 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."*

### Pricing and buying details:

For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#).

General Hint - One way to find this SWC is with “Advanced Search” entering the contract number MED49 in the “Description” field.

Vendor catalogs can be searched in their Master Blanket Purchase Order (MBPO) **ONLY** if you are logged in to [COMMBUYS](#), and were assigned a “Basic Purchasing” role by your Organization Administrator. When you log in and are working under the Basic Purchasing Tab (many users will see only this tab), you can search the items in a vendors catalog under the items tab. You can use the results of your review of prices or your RFQ to create your Purchase Requisition, which will become your Purchase Order when approvals are complete.

The Price is the final Net delivered price that includes the Federal Excise tax.

## Additional Information

- 1. Geographic Service Areas:** This contract covers all areas of the Commonwealth of Massachusetts.
- 2. Product Specifications:** All items sold under this contract are compliant with all applicable Federal laws and regulations such as FDA 21 CFR; and all applicable Commonwealth of Massachusetts Laws and Regulations.
- 3. Ordering:** Please place your orders early by pre-booking to help guarantee that you will be able to obtain influenza vaccine. Influenza vaccine is usually pre-booked in the spring and delivered in the fall. Each year only a finite amount of influenza vaccine is formulated and produced for a single flu season. When demand exceeds a vendors supply the vendor stops taking new orders. When severe influenza vaccine shortages have occurred in the past the Federal government has put influenza vaccine on allocation and restricted its use to high-risk populations. While no influenza vaccine shortage is now foreseen for the 2014-2015 flu season, past experience has shown that an influenza vaccine shortage can develop rapidly. For purchaser job aids, click here: [COMMBUYS Purchasing Job Aids](#).
- 4. Delivery:** Influenza Vaccine is delivered cold and requires refrigeration once it is delivered. Shipping is included in the net price.
- 5. Returns:** Influenza Vaccine is not returnable for credit. The \$ 0.75 per dose Federal Excise tax on unused vaccine is refundable.
- 6. Additional Influenza Information:** The Massachusetts Department of Public Health (DPH) maintains current information on their [DPH Flu Page](#). The Massachusetts Immunization Program (MIP) is in frequent contact with local Boards of Health and provides them with information about this Contract.

## Where to Find Contract Information on COMMBUYS

To find in depth Master Blanket Purchase Order (MBPO) information: on the [COMMBUYS](#), login page click on the “Contract & Bid Search” link, click the Contracts/Blankets button, enter the contract number (three letters two digits) in the Contract/Blanket Description, (if you have logged in and searching, some users will see a box labelled “Header Major Status” – if so, use the dropdown menu to select “3PS-Sent”), then all users click the “Find It” button, to see all MBPO’s. You will see the MBPO’s listed below for each of the Contractors. If you see a “vCurrent” MBPO, it is historical information from the prior COMM-PASS system. Click the link you want to see. The Contract User Guide and RFR are posted with the MBPO’s.

## Strategic Sourcing Team Members

Name	Organization	Email Address
Lois Ciccone	MA Immunization Program (MIP)	<a href="mailto:Lois.Ciccone@State.MA.US">Lois.Ciccone@State.MA.US</a>
Mary Conant	MA Immunization Program (MIP)	<a href="mailto:mary.conant@State.MA.US">mary.conant@State.MA.US</a>
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Susan Lett, MD	MA Immunization Program (MIP)	<a href="mailto:Susan.Lett@State.MA.US">Susan.Lett@State.MA.US</a>
Robert Morrison	MA Immunization Program (MIP)	<a href="mailto:Robert.Morrison@State.MA.US">Robert.Morrison@State.MA.US</a>
Pejman Talebian	MA Immunization Program (MIP)	<a href="mailto:Pejman.Talebian@State.MA.US">Pejman.Talebian@State.MA.US</a>

## Vendor List and Contract information

The available Contractors are listed below. Supplier involvement in any of the following programs will have the appropriate three to four letter code at the end of the vendor listing. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, Formerly SOMWBA Certification), Supplier Diversity Program (SDP, Formerly AMP), Environmentally Preferable Products Program (EPP), and Prompt Pay Discount (PPD):

Vendors/COMMBUYS Master Blanket PO	Contact Name	Phone Numbers	Email	Program	PPD
GlaxoSmithKline PO-15-1080-OSD01-OSD10-00000003541	Babatunde Adediji	215-751-6786	<a href="mailto:Babatunde.A.Adedeji@gsk.com">Babatunde.A.Adedeji@gsk.com</a>	SDP	None
Henry Schein PO-15-1080-OSD01-OSD10-00000003545	David Shekailo	800-851-0400x8159	<a href="mailto:david.shekailo@henryschein.com">david.shekailo@henryschein.com</a>	SDP	1%/10
McKesson Medical - Surgical Minnesota Supply PO-15-1080-OSD01-OSD10-00000003542	Sue Foster	800-328-8111 or 763-595-6721	<a href="mailto:Sue.foster@mckesson.com">Sue.foster@mckesson.com</a>	SDP	1%/10
Sanofi Pasteur PO-15-1080-OSD01-OSD10-00000003540	Pamela Garcia-Gomez	570-957-0330	<a href="mailto:Pamela.Gomez@sanofipasteur.com">Pamela.Gomez@sanofipasteur.com</a>	SDP	2%/30

Detailed vendor information is available on [COMMBUYS](#), click on the "Registered Vendor Search" link.

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